

## TABLE OF CONTENTS

	<u>PAGE</u>
1. BACKGROUND	1
2. MONTHLY PROGRESS REPORT (MPR)	1
3. AUTOMATED MONTHLY PROGRESS REPORT (AMPR)	1
A. RUN DATES	1
B. INTERPRETING THE AMPR	2
4. WELFARE TO WORK ACTIVITIES	2
5. PERFORMANCE MEASURES	3
A. OUTCOME OBJECTIVES	3
B. PROCESS OBJECTIVES	8
6. CASE FILE DOCUMENTATION	9
7. COMPLETION OF MPR	9
A. MONTHLY ROLL-UP	9
B. EXCEPTIONS TO THE AMPR	10
C. SUBMISSION OF REVISED MPRS	11
D. RETENTION OF MANUAL TRACKING DOCUMENTATION	12
8. DATA VALIDATION	12
9. GIS ENTRIES	12
 <b><u>APPENDICES:</u></b>	
A. AMPR MATRIX	10-300-A
B. DETAIL REPORT FOR THE MONTH (SSGN8611)	10-300-B
C. SUMMARY REPORT FOR THE MONTH (SSGN8614)	10-300-C
D. SUMMARY MPR	10-300-D

E.	<i>INSTRUCTIONS FOR CALCULATING PAY POINTS/TARGETS</i>	10-300-E
F.	<i>INSTRUCTIONS FOR CALCULATING BONUS INCENTIVES/TARGETS</i>	10-300-F

## 1. Background

San Diego County Health and Human Services Agency (HHSA) CalWORKs Welfare-to-Work (WtoW) utilizes case management services to assist clients in becoming self-sufficient. These services are provided on a Regional basis in six service regions. Two of these regions are serviced by County Staff and the remaining four regions are serviced by Contract Staff. All regions must adhere to the Welfare-to-Work Program Activity requirements in accordance with California Department of Social Services (CDSS) regulations as stated in the CalWORKs Program Guide (CPG). Outcome Objectives and Process Objectives have also been established by HHSA to serve as performance evaluators for all regions and as pay points for contracted regions under pay-for-performance contracts.

## 2. Monthly Progress Report (MPR)

The Monthly Progress Report (MPR) is used to track key performance measures for all regions. This is a mandatory form that must be turned in no later than the 20th calendar day of the second month following the report month. For example, if August were the report month, the MPR would have to be submitted to the County no later than October 20<sup>th</sup>. County and Contracted Regions submit *the original* copy of their regional MPRs to Policy and Program Support Division (PPSD) CalWORKs Program Manager at Mail Stop W414. The Contracted Regions must also submit a claim for payment with their MPR.

## 3. Automated Monthly Progress Report (AMPR)

The Automated Monthly Progress Report (AMPR) is used to track the *sixteen* performance outcomes for all regions (see section 5.A). It obtains case data from worker input into the GIS system and prepares a statistical breakdown for each worker as well as each region. To ensure a proper audit trail, performance measures must be tracked to the individual participant. For this reason it is critically important that the AMPR be maintained by recording data on GIS on a daily basis. The AMPR must be reviewed by regional staff each month to ensure all the correct data has been captured. Manual additions must be added to the AMPR for any outcomes claimed on the MPR that were not captured on the AMPR (see section 7.A).

### A. Run Dates

The AMPR is distributed twice a month with the first run on the 10<sup>th</sup> calendar day of each month following the report month. The first run, called the Preliminary AMPR, can be used by workers to identify missing data. There are six copies of the report produced on the 10<sup>th</sup> calendar day: two copies each, sorted by; worker number, participant name, and region. The second run, called the *Final* AMPR, is run the second to last working day of the month following the report month. The second run also produces six copies. The *Final* AMPR can be used by workers to ensure all the correct data has been captured.

## B. Interpreting the AMPR

The AMPR reports ratios between the numerator and the denominator for each objective. For example:

- 4.\*A reports the numerator. The numerator = number of outcomes achieved;
- 4.\*B reports the denominator. The denominator = number of potential outcomes possible; and
- 4.\*C reports the ratio. This is the ratio between actual number of outcomes achieved (4.\*A) and total number of potential outcomes possible or the pool (4.\*B). (For example:  $4.*A / 4.*B = 4.*C$ .)

## 4. Welfare to Work Activities

In order to receive credit for achieving an objective, the participant must be participating in one or more of the following approved Welfare-to-Work activities:

- Accessing Child Care (ACC)
- Adult Basic Education (ABE),
- Assessment (ASM),
- Community Service After 18/24 Month Time Limit (CSV),
- Community Service Remote (CSR),
- Community Service Vocational Training (CVT)
- Education Directly Related to Employment (ERE),
- English as a Second Language (ESL),
- Family Violence Services (FVS),
- Group (GRP) (Maximum of one (1) day in report month),
- Job Club (JCL),
- Job Search (JSN or SUS),
- Job Skills Training Directly Related to Employment (ERT),
- Mental Health Services (MHS),
- Other Activities to Remove Barriers to Unsubsidized Employment (MIS)  
(Maximum of five (5) days in report month),
- On-the Job-Training (OJT),
- Orientation (ORE),
- *Paid Community Service (PCS)*,
- *Paid Work Experience (PWX)*,
- Secondary School or Preparation for a Certificate of General Education (GED),
- Self Employment (SLE)
- Subsidized Public or Private Sector Employment (SUB),
- Substance Abuse Services (SAS),
- Unsubsidized Part Time Employment (PTE),
- Unsubsidized Full Time Employment (FTE),
- Vocational Education and Training (VTR),
- Work Experience (WEX), and
- Work Study (WST).

## 5. Performance Measures

There are a total of *sixteen* performance measures, *twelve* are outcome objectives and four are process objectives. *Fifteen* of the performance measures are reported on the MPR *and one is reported only on the AMPR*.

Monthly performance outcome reviews are used to monitor Outcome Objectives 4.1 – 4.6, and 4.8 - 4.12. The regions are expected to review the Summary MPR published by PPSD each month along with their current records to identify patterns or trends where the region is not meeting the target goals for any of the outcome objectives. It is up to the region to take corrective action to prevent this pattern or trend. If performance outcomes fall below the performance goals, this will trigger a review by PPSD with the region, which may result in a corrective action.

### A. Outcome Objectives

Of the *twelve* outcome objectives; two relate to participation, one identifies percentage of cases with earnings, three deal with sustained employment, and *six* are linked to self-sufficiency. All outcome objectives, with the exception of (4.1, 4.2, and 4.3), are unduplicated counts for the fiscal year within the region.

#### 1) Participation

- a. 4.1: Sixty percent (60%) of the Region's active CalWORKs participants in one-parent cases shall be participating in approved work activities for at least 128 hours per month (an average of 32 hours per week).

To qualify for this objective a participant must:

- Be in active status in report month;
- Be known to GIS system in the month prior to the report month;
- Be participating in approved work activities for a combined total of at least 128 hours per month; and
- Not be exempt in the report month.

See **NOTE** below Outcome Objective 4.3.

- b. 4.2: Seventy-five percent (75%) of the Region's active CalWORKs two-parent cases shall have a parent or parents participating in approved work activities for a minimum total of 140 hours per month (an average of 35 hours per week).

To qualify for this objective a parent or parents must:

- Be in active status in report month;
- Be known to GIS system in the month prior to the report month;

- Be participating in approved work activities for a combined total of at least 140 hours per month; and
- Not be exempt in the report month.

See **NOTE** below Outcome Objective 4.3.

## 2) Employment

- a. 4.3\*: The percentage of the Region's active CalWORKs participants engaged in employment as listed below:

44% during the period of July through September 2000;  
 45% during the period of October through December 2000;  
 46% during the period of January through March 2001;  
 47% during the period of April through June 2001;  
 47% during the period of July through September 2001;  
 48% during the period of October through December 2001;  
 49% during the period of January through March 2002;  
 50% during the period of April 2002 through *December 2004*.

To qualify for this objective a participant must:

- Be in active status on the last day of the month;
- Be employed during the report month.

\* Denotes a paypoint for contracted case management. See Attachment E for instructions on calculating achievement of this target.

**NOTE:** For Outcome Objectives 4.1, 4.2 and 4.3, sanctioned participants are excluded from the denominator (Part B) and the numerator (Part A) for the first three months of a sanction in a 12-month period.

## 3) Sustained Employment

- a. 4.4: Seventy percent (70%) of the Region's active CalWORKs participants who became employed shall remain continuously employed for thirty (30) consecutive calendar days.

To qualify for this objective:

- The participant must be in active status in report month;
- The participant must be self-employed, or engaged in part-time or full-time unsubsidized or subsidized employment;
- The participant must be continuously employed for at least thirty (30) consecutive calendar days;

**Note:** A break of 10 working days or less between jobs does not cause a disqualification from this performance objective, as long as the second job is equivalent or better. Better means more hours or higher pay.

- Participants in a one-parent case, that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work at least 128 hours per month; **or**
- Participants in a two-parent case, that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS must work at least 140 hours per month; **or**
- Participants who in the report month have a combination of a minimum of 64 hours per month of employment, are enrolled and attend a minimum of one hour per month in one or more of the following open components: ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS, including self-initiated programs; **and**
- The participant's average hourly wage for all employment is equal to or greater than minimum wage except for the SLE component. (SLE has no minimum wage requirement for this Outcome Objective.)

See **NOTE** below Outcome Objective 4.6.

- b. 4.5: Sixty-five percent (65%) of the Region's active CalWORKs participants who enter employment shall remain continuously employed for at least three (3) consecutive calendar months.

To qualify for this objective:

- The participant must be in active status in report month;
- The participant must be self-employed, or engaged in part-time or full-time unsubsidized or subsidized employment;
- The participant must have been employed for 90 days;  
**Note:** A break of 10 working days or less between jobs does not cause a disqualification from this performance objective, as long as the new job is equivalent or better. Better means either more hours or higher pay resulting in increased earnings.
- Participants in a one-parent case, that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work at least 128 hours per month; **or**
- Participants in a two-parent case, that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work at least 140 hours per month; **or**
- Participants who in the report month have a combination of a minimum of 64 hours per month of employment, are enrolled and attend a minimum of one hour per month in one or more of the following open components: ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS, including self-initiated programs; **and**

- The participant's average hourly wage for all employment must be equal to or greater than minimum wage except for the SLE component. (SLE has no minimum wage requirement for this Outcome Objective.)

See **NOTE** below Outcome Objective 4.6

- c. 4.6: One and one-half percent (1.5%) of the Region's number of active Welfare-to-Work participants monthly shall reach the goal of having retained continuous employment for at least one hundred eighty (180) consecutive calendar days or longer as defined in CPG 10-300A.

To qualify for this objective:

- The participant must be in active status in report month;
- The participant must be self-employed, or engaged in part-time or full-time unsubsidized or subsidized employment;
- The participant must have been employed for 180 days;  
**Note:** A break of 10 working days or less between jobs does not cause a disqualification from this performance objective, as long the second job is equivalent or better. Better means either more hours or higher pay.
- Participants in a one-parent case, that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work at least 128 hours per month; **or**
- Participants in a two-parent case, that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work at least 140 hours per month; **or**
- Participants who in the report month have a combination of a minimum of 64 hours per month of employment, are enrolled and attend a minimum of one hour per month in one or more of the following open components: ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS, including self-initiated programs; **and**
- The participant's average hourly wage for all employment must be equal to or greater than minimum wage.

**NOTE:** For Outcome Objectives 4.4, 4.5 and 4.6, the acceptable components to be combined with a minimum of 64 hours per month employment are ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS. Retention credit is also allowed for those participants employed a minimum of 64 hours per month who are enrolled in and attend a Self-Initiated Program with an open TRAK screen in one of the above components. *Those participants timed out of their 18/24 month WtoW clock and working less than 128/140 hours per month cannot be claimed for retention credit.*



#### 4) Self Sufficiency

- a. 4.7: The average hourly wage of the Region's active employed CalWORKs participants shall increase by 2% per year. **Note:** The baseline measurement is taken July 1st of each year and compared to the average wages on June 30<sup>th</sup> of the following year.

To qualify for this objective a participant must:

- Be in active status on June 30<sup>th</sup> of the report year;
- Be employed on June 30<sup>th</sup> of the report year;
- Have an hourly wage greater than zero.

- b. 4.8: Ninety percent (90%) of the Region's former CalWORKs participants who exit CalWORKs cash assistance because of employment shall remain independent of CalWORKs cash assistance for at least six (6) consecutive calendar months.

To qualify for this objective a participant must:

- Have been employed at the time the case closed; and
- Remained off cash assistance for six (6) consecutive months

Report SSGN8621, Employment Discontinuances for Six Consecutive Months, displays all participants by region and worker number who met the criteria for this objective. The SSGN8621 is produced on the 2<sup>nd</sup> to last working day of the month.

- c. 4.9\*: Three and one-half percent (3.5%) of the Region's number of active Welfare-to-Work participants shall exit CalWORKs each month due to employment and remain independent of CalWORKs cash assistance for one (1) full calendar month as reflected in the WtoW Employment Discontinuances Over 30 Days report.

To qualify for this objective a participant must:

- Have been employed at the time the case closed; and
- Remained off cash assistance for one (1) full calendar month.

Data for 4.9 is found on the SSGN8631 Report, WtoW Employment Discontinuances Over 30 Days, which displays all participants by region and worker number who met the criteria for this objective. The SSGN8631 is produced on the fourth (4<sup>th</sup>) calendar day of the month.

- \* Denotes a pay point for contracted case management. See Attachment E for instructions on calculating achievement of this target.

- d. 4.10\*: (4.6A + 4.8A) Five percent (5.0%) of the Region's number of active Welfare-to-Work participants shall obtain employment and retain that employment for at least 180 days. Both active participants who continue to receive CalWORKs and those who exit CalWORKs while employed shall be counted as actuals.

*To qualify for this objective:*

- See qualifying criteria for 4.6 (10-300.5.A.3.c); and
- See qualifying criteria for 4.8 (10-300.5.A.4.b).

*Data for 4.10 is obtained from the combination of 4.6A + 4.8A.*

- \* Denotes a paypoint for contracted case management. See Attachment E for instructions on calculating achievement of this target.

- e. 4.11\*\*: The percentage increase in participants by Region earning \$10.00 per hour or more as compared to the baseline established by Report SSGN8617, Wage Detail Report, for June 2002.

*To qualify for this objective a participant must:*

- Be in active status in report month;
- Be self-employed, or engaged in part-time or full-time unsubsidized or subsidized employment; and
- Have an hourly wage of \$10.00 or more per hour in the report month.

*Report SSGN8617, Wage Detail Report, displays all participants by region and worker number who met the criteria for this objective. The SSGN8617 is produced at month end beginning with June 30, 2002 to establish the baseline. No adjustments to the claims captured by this report are permitted and the figures on this report shall be considered final.*

- \*\* Denotes a bonus incentive for contracted case management. See Attachment F for calculating achievement of this target.

- f. 4.12\*\*: The percentage decrease of Welfare-to-Work participants in each Region's participant pool who have been on TANF/CalWORKs 30 months or longer as compared to the baseline established by Report SSSSBA53, Welfare-to-Work Participants on Aid 30 Months or More, for June 2002.

*To qualify for this objective a participant must:*

- Have been employed at the time the case closed; and
- Have been on TANF/CalWORKs 30 months or more in the report month.

*Data for 4.12 is found on the SSSSBA53 Report, Welfare-to-Work Participants on Aid 30 Months or More, which displays all participants by region and worker number who met the criteria for this objective. The SSSSBA53 is produced at month end beginning with June 30,2002 to establish the baseline. No adjustments to the claims captured by this report are permitted and the figures on this report shall be considered final.*

*\*\* Denotes a bonus incentive for contracted case management. See Attachment F for calculating achievement of this target.*

## B. Process Objectives

There are four AMPR process objectives: Initial Job Search, Assessments, WtoW Plans, and Appraisals. AMPR process objectives 5.1 (Initial Job Search) and 6.0 (Appraisals) are unduplicated counts for the fiscal year within the region. Process objectives 5.2 (Assessments) and 5.3 (WtoW Plans) are unduplicated counts for the participant's lifetime.

- 1) 5.1: Of those CalWORKs active participants who were referred to Initial Job Search, the region shall engage at least eighty-five percent (85%) in Initial Job Search activities.

To qualify for this objective a participant must:

- Be in active status in report month; and
- Attend an acceptable Initial Job Search component (JCL or JSN) in the report month.

- 2) 5.2: At least ninety percent (90%) of the region's Appraised CalWORKs participants will complete an Assessment.

To qualify for this objective a participant must:

- Be in active status in report month;
- Have previously completed an Appraisal; and
- Complete an Assessment in report month.

See note below AMPR Process Objective 5.3.

- 3) 5.3: At least seventy-one percent (71%) of the region's active CalWORKs participants who complete an Assessment, and who are not engaged in Full Time Employment (FTE) or Self- Employed (SLE) as their only activity, sign a WtoW Plan.

To qualify for this objective a participant must:

- Be in active status in report month;
- Complete an Assessment; and
- Sign a WtoW Plan in the report month.

Fully employed participants are not required to sign a WtoW Plan if they are engaged in FTE or SLE and do not want to participate in job retention, job enhancement, or other Welfare-to-Work activities. Participants whose only component is FTE or SLE are excluded from this objective.

**NOTE:** AMPR Process Objectives 5.2 and 5.3 are unduplicated counts for the participant's lifetime.

- 4) 6.0\*\*: The regions shall make reasonable efforts to complete an Appraisal on one hundred percent (100%) of all active CalWORKs participants and will successfully complete an Appraisal on at least eighty-five percent (85%) of all active CalWORKs participants.

To qualify for this objective a participant must:

- Be in active status in the report month; and
- Have an appraisal completed in report month.

**\*\* Appraisal is no longer monitored on the MPR. Data for this process objective, however, is still captured and reflected on the AMPR as 6.0. Language relating to the process objective for Appraisal has been removed from the MPR and the remaining three process elements have been renumbered 5.1, 5.2, and 5.3.**

## 6. Case File Documentation

Case files must contain documentation to substantiate each performance achievement on the MPR. Refer to Outcome and Process Objectives matrix grid (Appendix A) for examples of acceptable documentation.

## 7. Completion of MPR

### A. Monthly Roll-up

#### 1) Staff Responsibility

The MPR is completed monthly by each worker to summarize the Outcome and Performance Objectives reached in their caseloads. The form is called a Summary MPR (27-318 HHSA revised (06/01)). Staff responsible for documenting performance measures throughout the month shall use the data recorded on the AMPR to compile the monthly Summary MPR (Appendix D).

After completing the Summary MPR for their caseload the Employment Case Managers (ECMs) submit their Summary MPRs to the unit supervisor.

#### 2) Supervisor's Responsibility

The supervisor reviews each Summary MPR for reasonableness, which could include a random selection of cases to track information back to actual case files.

The unit supervisor shall be responsible for compiling their unit's Summary MPRs into one unit Summary MPR. The unit Summary MPR is then submitted to a designated site person.

### 3) Designated Site Lead

The designated site lead is responsible for ensuring that they receive a unit Summary MPR for each unit within their site. This person shall have the lead on “rolling up” (compiling) the individual unit summary MPR data into one Summary MPR for their site. The site Summary MPR is then added to the Summary MPR data from all other sites in the region.

### 4) Region Lead

This person is responsible for calculating the totals for the entire region and submitting the MPR by the 20<sup>th</sup> the following month.

County and Contracted regions turn their regional MPRs into PPSD CalWORKs Program Manager at Mail Stop W414.

## B. Exceptions to The AMPR

### 1) Medically Exempt

For the purpose of claiming 4.3, 4.4, 4.5, and 4.6 medically exempt participants may be eligible to be counted on the MPR as an achievement when:

- The participant was previously active to the region, **and**
- Is on medical leave from their job, **and**
- The region verifies with the employer by phone or in writing that participant has a position to return to and the anticipated date of return.

### 2) AMPR Numerator Additions\*\*\*

The AMPR collects data on the second to the last working day of each month. When an achievement is entered into GIS subsequent to the second to the last day of the month, it will not appear on the AMPR. Credit for these achievements may be claimed on the MPR; however, achievements claimed on the MPR that do not appear on the AMPR must be manually added to the AMPR.

Additions to the AMPR numerator as claimed on the MPR must include the participants name, social security number, ECM number, the outcome objective, and an explanation that indicates the reason why the AMPR did not capture the claim. Any additions to 4.8A and 4.9A will be validated by PPSD on GIS and/or CDS. Documentation and/or screen prints are only required for 4.8A and 4.9A if the GIS and/or CDS screens change before PPSD can view them on GIS and/or CDS.

Achievements added to the worker's AMPR may be in the form of an attached list or hand written on the AMPR and must include:

- Participant name
- Social Security Number
- Performance Objective claimed (i.e. 4.1A, 4.2A, etc.)
- Screen prints documenting that the required GIS entries have been made for that objective as specified in the "Who Qualifies?" column of the AMPR Matrix (CPG 10-300-A).

**NOTE:** If retention is claimed for Performance Objectives 4.4, 4.5, and 4.6 and was met by an individual on medical leave, it must be manually added to the AMPR.

These attachments must be kept permanently with the worker's AMPR for audit purposes.

### 3) AMPR Denominator Corrections\*\*\*

If the denominator entered on the MPR differs from the denominator on the AMPR, the Region must include justification for the change with the MPR. For example: A screen print of SS22 showing client was a PEC "X" during report month plus the page from the Regional AMPR Summary showing participant was included in the denominator.

Deletions from the AMPR denominator for 4.3B as reported on the MPR must accompany the submitted MPR and include the participants name, social security number, ECM number, the outcome objective, and an explanation that indicates the reason the AMPR did not capture or captured the claim in error. In addition, deletions to 4.3B will be validated by PPSD on GIS and/or CDS. Documentation and/or screen prints are only required for 4.3B if the GIS and/ or CDS screens change before PPSD can view them on GIS and/or CDS.

\*\*\* For tracking purposes each revised MPR submitted after the initial report month must be able to stand-alone and contain all adjustments to date.

**Note:** *The figures on the SSGN8617 and SSSSBA53 reports shall be considered final. No adjustments to the claims for Outcome Objectives 4.11 and 4.12 are permitted.*

### C. Submission of Revised MPRs

Revised MPRs must be labeled "revised" with the revision date; include an explanation of the reason for revision with participant name and social security number; and have appropriate documentation and/or screen prints attached if required according to section 7.B.2 and 7.B.3 above. Contracted Regions must submit both a revised claim and a revised MPR to PPSD in order to maintain an accurate audit trail.

**NOTE:** The cut-off date for submitting a revised MPR corresponds with the final Data Validation report, which provides the due date for submitting a final MPR to correct disallowed claims for the review month. PPSP will accept revised MPRs through that date only.

#### D. Retention of Manual Tracking Documentation

The regions shall retain supporting documentation for performance measures for a period of five (5) years. This supporting documentation includes, but is not limited to, the AMPRs, case file documentation, and the attachments listed above to document additions to the AMPR.

Upon request this supporting documentation is to be made available to any Federal, State or County auditor.

### 8. Data Validation

Data Validation shall be performed monthly to verify that achievements claimed are supported by GIS and required case file documentation. Data Validation audits documentation to support achievement claims for WtoW Outcome Objectives 4.3, 4.6 and 4.9. Data Validation audits shall be conducted monthly in both the County and Contracted Regions. The auditor shall conduct Data Validation audits at all regional sites by reviewing:

- participant case files for required documentation of participant performance;
- the AMPR and attached supplemental lists and screen prints of achievements entered into GIS subsequent to the AMPR run date to verify that data entry criteria to achieve credit for an objective was met; and
- the MPR to verify that the number of objectives claimed by each case manager on their MPR, rolls up to the site's Summary MPR and then to the Regions' MPR.

Following the testing and documentation of exception findings, the auditor shall conduct a review process at each employment site to provide an opportunity for the sites to repair or rebut the Data Validation exception findings.

The regional sites must cooperate with the auditor by providing all necessary documents required to perform Data Validation.

### 9. GIS Entries

Staff is expected to record case activity on GIS for the AMPR. The Outcome and Process Objective Grid (Appendix A) identifies the required GIS data entries to qualify for each objective and the supporting case file documentation required.



## OUTCOME OBJECTIVES

### 4.1 Sixty percent (60%) of the Region's active CalWORKs participants in one-parent cases shall be participating in approved work activities for 128 hours per month (an average of 32 hours per week).

Part A & B	Who Qualifies?	Documentation
<p>A. The number of the region's active CalWORKs participants in one-parent cases, who by the end of <i>report month</i>*, have been participants for one or more months and who participated in 128 hours of approved work activities in the report month.</p> <p>*Special Note: the report month ends on the last day of the month. Automated data collection for the AMPR occurs on the second to the last working day of the following month. See CPG-300 for instructions on claiming achievements entered into GIS subsequent to the second to the last working day of the following month.</p>	<ul style="list-style-type: none"> <li>• Participant must be in active status in report month. (REG3)</li> <li>• Participant must be known to GIS system in the month prior to the report month. (REG3)</li> <li>• Participants in one-parent cases must be participating in approved work activities for a combined total of at least 128 hours per month. (ATNQ)</li> <li>• Hours of participation must be in approved components: ACC, ABE, ASM, CSV, CSR, ERE, ESL, ERT, FVS, MHS, OJT, PCS, PWX, GED, SLE, SUB, SAS, SUS, PTE, FTE, VTR, WEX, WST, JSN, JCL and ORE. (TRAK)</li> <li>• Attendance hours must be recorded by the second to last working day of the following month to be captured on the AMPR. (ATNQ)</li> <li>• Participants that become exempt during the report month are excluded from the denominator and the numerator until their exemption ends. (CDS-SS22)</li> <li>• Sanctioned participants are excluded by the system for the first three months in a 12-month period. (CDS-SS22)</li> </ul> <p style="text-align: center;"><b>(continued next page)</b></p>	<p>Written verification of attendance filed in case. Examples of acceptable verifications include but are not limited to:</p> <p>(1) Employment:</p> <ul style="list-style-type: none"> <li>• Pay stubs, or</li> <li>• Employer's written state- ment, or</li> <li>• Screen print of SS13 <u>and</u> narrative documentation of confirming contact with the participant, if a more reliable verification of employment hours is not readily available, or</li> <li>• SLE income statement, or</li> <li>• Narrative report of employ-er contact confirming hourly wage and hours.</li> </ul> <p>When using a screen print of SS13, notation of how the hours are derived from a dollar amount is required on the screen print.</p> <p>(2) Other Activities:</p> <ul style="list-style-type: none"> <li>• Third party or self-completed attendance form, or</li> <li>• Narrative with date of contact, person's name and position, and hours attended in report month.</li> </ul>

#### 4.1 (continued)

Part A & B	Who Qualifies?	Documentation
A. (continued)		<p>(3) Community College – PAL  (4) Other Educational Institutions:  Self-completed attendance form with both class registration &amp; grades when issued by institution.</p> <p>Note: After initial verification with collateral contact can use SS13 screen print without collateral contact each month as long as follow up contacts are made and recorded in narrative at 30, 90 and 180 days to verify current wage.</p> <p>When using a screen print of SS13, notation of how the hours are derived from a dollar amount is required.</p>
<p>B. The number of the region's active CalWORKs participants in one-parent cases who, by the end of the report month*, have been participants for one or more months and who are not in the first three months of sanction.</p> <p><b>* See Special Note in 4.1A.</b></p>	<ul style="list-style-type: none"> <li>• Participant must be in active status in report month. (REG3)</li> <li>• Participant must be known to GIS system in the month prior to the report month(REG3)</li> <li>• Participants that became exempt during the report month are excluded from the denominator and the numerator until their exemption ends. (CDS-SS22)</li> <li>• Sanctioned participants are excluded by the system for the first three months in a 12-month period. (CDS-SS22)</li> </ul>	

**IMPORTANT NOTE:** For Outcome Objective 4.1 sanctioned participants are excluded from the denominator (Part B) and the numerator (Part A) for the first three months of a sanction in a 12-month period.

**4.2 Seventy-five percent (75%) of the Region's active CalWORKs two-parent cases shall have a parent or parents participating in approved work activities for a total of 140 hours per month (an average of 35 hours per week).**

Part A & B	Who Qualifies?	Documentation
<p>A. The number of the region's active CalWORKs two-parent cases in which, by the end of the report month*, one or both parents in the case have been participants for one or more months, and, in which, one or both parents have participated in 140 hours of approved work activities in the report month.</p> <p>*Special Note: the report month ends on the last day of the month. Automated data collection for the AMPR occurs on the second to the last working day of the following month. See CPG-300 for instructions on claiming achievements entered into GIS subsequent to the second to the last working day of the following month.</p>	<ul style="list-style-type: none"> <li>• Participant must be in active status in report month. (REG3)</li> <li>• Participant must be known to GIS system in the month prior to the report month. (REG3)</li> <li>• Participants in two-parent cases must be participating in approved work activities for a combined total of at least 140 hours per month. (ATNQ)</li> <li>• Hours of participation must be in approved components: ACC, ABE, ASM, CSV, CSR, ERE, ESL, ERT, FVS, MHS, MIS, OJT, PCS, PWX, GED, SLE, SUB, SAS, SUS, PTE, FTE, VTR, WEX, WST, GRP, JSN, JCL and ORE. (TRAK)</li> <li>• Attendance hours must be recorded by the second to the last working day of the following month. (ATNQ)</li> <li>• Participants that become exempt during the report month are excluded from the denominator and the numerator until their exemption ends.</li> <li>• Sanctioned participants are excluded by the system for the first three months in a 12-month period. (CDS-SS22)</li> </ul> <p style="text-align: center;"><b>(continued next page)</b></p>	<p>Written verification of attendance filed in case. Examples of acceptable verifications include but are not limited to:</p> <p>(1) Employment:</p> <ul style="list-style-type: none"> <li>• Pay stubs, or</li> <li>• Employer's written state-ment, or</li> <li>• Screen print of SS13 <u>and</u> narrative documentation of confirming contact with the participant, if a more reliable verification of employment hours is not readily available, or</li> <li>• SLE income statement or</li> <li>• Narrative of employer contact confirming hourly wage and hours.</li> </ul> <p>When using a screen print of SS13, notation of how the hours are derived from a dollar amount is required.</p> <p>(2) Other Activities:</p> <ul style="list-style-type: none"> <li>• Third party or self-completed attendance form, or</li> <li>• Narrative with date of contact, person's name and position, and hours attended in report month.</li> </ul>

## 4.2 (continued)

Part A & B	Who Qualifies?	Documentation
A. (continued)		<p>(3) Community College – PAL  (4) Other Educational Institutions:  Self-completed attendance form with both class registration &amp; grades when issued by institution</p> <p>Note: After initial verification with collateral contact can use SS13 screen print without collateral contact each month as long as follow up contacts are made and recorded in narrative at 30, 90 and 180 days to verify current wage.</p> <p>When using a screen print of SS13, notation of how the hours are derived from a dollar amount is required.</p>
<p>B. The number of the region's active CalWORKs two-parent cases in which, by the end of the report month*, one or both parents in the case have been participants for one or more months and who are not in the first three months of sanction.</p> <p><b>* See Special Note in 4.2A.</b></p>	<ul style="list-style-type: none"> <li>• Participant must be in active status in report month. (REG3)</li> <li>• Participant must be known to GIS system in the month prior to the report month. (REG3)</li> <li>• Participants that become exempt during the report month are excluded from the denominator and the numerator until the exemption ends.</li> <li>• Sanctioned participants are excluded by the system for the first three months in a 12-month period. (CDS-SS22)</li> </ul>	

**IMPORTANT NOTE:** For Outcome Objective 4.2 sanctioned participants are excluded from the denominator (Part B) and the numerator (Part A) for the first three months of a sanction in a 12-month period.

**4.3 Fifty percent (50%) of the Region's active CalWORKs participants shall be engaged in employment beginning April 2002.**

Part A & B	Who Qualifies?	Documentation
<p>A. The number of region's active CalWORKs participants who were engaged in employment during the report month.</p>	<ul style="list-style-type: none"> <li>• Participants must be in active status on the last day of the month. (REG3)</li> <li>• Participants must be employed during the report month. (PLAC &amp; TRAK)</li> <li>• Participants must have an open PLAC during report month.</li> <li>• Participants must have open employment component at the end of the report month. (TRAK)</li> <li>• Participants that become exempt during the report month are excluded from the denominator and the numerator on the AMPR until their exemption ends. (See 10-300.7.B for exception)</li> <li>• Sanctioned participants are excluded by the system for the first three months in a 12-month period. (CDS-SS22)</li> <li>• Excludes children. (16 –17 registered with WtoW)</li> </ul> <p><b>Note:</b> AMPR will not collect data unless there is an open employment component on TRAK. Otherwise claim will need to be added manually to the AMPR.</p> <p style="text-align: center;"><b>(continued next page)</b></p>	<p><i>Narrative entry stating how employment was verified. If employment was verified by means other than pay stubs or written statement by the employer filed in the case file, the narrative entry <b>must</b> include:</i></p> <ul style="list-style-type: none"> <li>• <i>Type of contact (i.e. phone, in person, CW7)</i></li> <li>• <i>Date of contact</i></li> <li>• <i>Contact person's name and position</i> <ul style="list-style-type: none"> <li>♣ <i>If the participant is the contact person, hours and wages must be supported by a print of the SS13 Screen.</i></li> </ul> </li> <li>• <i>The specific month being verified, <b>and</b></i></li> <li>• <i>Hours worked in the report month.</i></li> </ul> <p><b>Exception:</b> When case closes at end of report month due to employment and no SS13 is available for report month, can use one month prior SS13 and employer or client contact.</p> <p><b>Note:</b> After initial verification with collateral contact can use SS13 screen print without collateral contact each month as long as follow up contacts are made and</p>

### 4.3 (Continued)

Part A & B	Who Qualifies?	Documentation
A. (continued)		<p>recorded in narrative at 30, 90 and 180 days to verify current wage.</p> <p>When using a screen print of SS13, notation of how the hours are derived from a dollar amount is required.</p> <p><b>Note:</b> If verifying employment for a participant on medical leave, the only acceptable documentation is either a phone call with the employer or written documentation from the employer. Both must also include confirmation the participant has a position to return to and the date of anticipated return.</p>
B. The number of region's active CalWORKs participants on the last day of the report month, excluding children (16 – 17) and participants who became exempt.	<ul style="list-style-type: none"> <li>Participants in active status, excluding children (16 – 17 registered with WtoW), those who became exempt, and sanctioned participants in the first three months of sanction in a 12-month period. (REG1)</li> </ul>	

**IMPORTANT NOTE:** For Outcome Objective 4.3 sanctioned participants are excluded from the denominator (Part B) and the numerator (Part A) for the first three months of a sanction in a 12-month period.

**4.4 Seventy percent (70%) of the Region's active CalWORKs participants who became employed shall remain continuously employed for thirty (30) consecutive calendar days.**

Part A & B	Who Qualifies?	Documentation
<p>A. The number of region's active CalWORKs participants who, during the report month, completed their twenty-sixth to thirty-third (26<sup>th</sup> to 33<sup>rd</sup>) consecutive calendar day of continuous employment</p>	<ul style="list-style-type: none"> <li>Participant must be in active status in report month. (REG3)</li> <li>Exempt participants do not qualify. (See exception 10-300.7.B)</li> <li>Participant must have been employed for twenty-six to thirty-three (26-33) continuous calendar days. (PLAC)</li> <li>Employment must be entered on GIS. (PLAC &amp; TRAK) <b>NOTE:</b> The AMPR will accept PLAC follow-up dates that are -4 to +3 days from the PLAC Screen "entered date of employment".</li> <li>Acceptable employment components are PTE, FTE, SLE, SUB, OJT, PCS, and PWX. (TRAK)</li> <li>Participants in a one-parent case that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work 128 hours per month. (ATNQ)</li> <li>Participants in a two-parent case that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work 140 hours per month. (ATNQ)</li> <li>Part-time employed participants must work a minimum of 64 hours per month. The remaining required hours of participation must include but are not limited to at least one hour credit in one or more of the following open components: ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS (includes Self-Initiated Programs). (TRAK &amp; ATNQ)</li> </ul> <p style="text-align: center;"><b>(continued next page)</b></p>	<p>Narrative entry stating how the 30-day follow-up was verified. If wages were verified by means other than pay stubs or written statement by the employer filed in the case file, the narrative entry <b><u>must</u></b> include:</p> <ul style="list-style-type: none"> <li>Type of contact (i.e. phone, in person, CW7)</li> <li>Date of contact</li> <li>Contact person's name and position, <ul style="list-style-type: none"> <li>♣ If the participant is the contact person, hours and wages must be supported by a print of the SS13 Screen.</li> </ul> </li> <li>Hours worked in the report month, <b>and</b></li> <li>Hourly wage.</li> </ul> <p><b>Note:</b> If verifying retention for a participant on medical leave, the only acceptable documentation is either a phone call with the employer or written documentation from the employer. Both must also include confirmation the participant has a position to return to and the date of anticipated return.</p>

#### 4.4 (Continued)

Part A & B	Who Qualifies?	Documentation
A. (continued)	<ul style="list-style-type: none"> <li>• Average hourly wage of all employment for the participant must be equal to or greater than minimum wage except the SLE component for which there is no minimum wage requirement. <b>NOTE:</b> For SLE, the system will not accept no-entry or a zero (0) entry on the PLAC Screen. (PLAC) Enter actual monthly net income divided by 128/140 hours.</li> <li>• Attendance hours must be recorded by the second to last working day of the following month to be captured on the AMPR. (ATNQ)</li> <li>• 30-day follow-up must be entered in the month due and no later than the following month to be captured on the AMPR. (PLAC)</li> <li>• This is an unduplicated count—one credit per region per fiscal year.</li> </ul> <p><b>Note:</b> Participants timed out of their 18/24 month WtoW clock and working less than 128/140 hours per month cannot be claimed for retention credit.</p>	<p>Continuous Employment: A break of up to 10 work-days <b>may be</b> considered continuous employment if at the end of the break the participant is employed at an equivalent or better job with higher pay or more hours.</p>
B. The number of the region's active CalWORKs participants for whom, during the report month, the twenty-sixth to thirty-third (26 <sup>th</sup> to 33 <sup>rd</sup> ) consecutive calendar day of employment falls in the report month.	<ul style="list-style-type: none"> <li>• Participants in active status, who entered employment twenty-six to thirty-three (26 to 33) calendar days earlier. (PLAC)</li> <li>• This is an unduplicated count – one credit per region per fiscal year.</li> </ul>	

**IMPORTANT NOTE:** Outcome objective 4.4 is an unduplicated count within the region and within the fiscal year. Once a participant has achieved this objective, subsequent PLAC entries for new employment do not count in either the numerator or the denominator. Until this objective is achieved, however, each PLAC entry for new employment will count in the denominator.



**4.5 Sixty-five percent (65%) of the Region's active CalWORKs participants who enter employment shall remain continuously employed for at least ninety (90) consecutive calendar days.**

Part A & B	Who Qualifies?	Documentation
<p>A. The number of region's active CalWORKs participants who, during the report month, completed their eighty-sixth to ninety-third (86<sup>th</sup> to 93<sup>rd</sup>) consecutive calendar day of continuous employment.</p>	<ul style="list-style-type: none"> <li>Participant must be in active status in report month. (REG3)</li> <li>Exempt participants do not qualify. (See exception 10-300.7.B)</li> <li>Participant must be employed for eighty-six to ninety-three (86 to 93) consecutive calendar days. (PLAC)</li> <li>Employment must be entered on GIS. (PLAC &amp; TRAK) <b>NOTE:</b> the AMPR will accept PLAC Screen follow-up dates that are -4 to +3 days from the PLAC Screen "entered date of employment".</li> <li>Acceptable employment components are PTE, FTE, SLE, SUB, OJT, PCS, and PWX. (TRAK)</li> <li>Participants in a one-parent case that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work 128 hours per month. (ATNQ)</li> <li>Participants in a two-parent case that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work 140 hours per month. (ATNQ)</li> <li>Part-time employed participants must work a minimum of 64 hours per month. The remaining required hours of participation must include but are not limited to at least one hour credit in one or more of the following open components: ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS (includes Self-Initiated Programs). (TRAK &amp; ATNQ)</li> </ul> <p style="text-align: center;"><b>(continued next page)</b></p>	<p>Narrative entry stating how the 90-day follow-up was verified. If wages were verified by means other than pay stubs or written statement by the employer filed in the case file, the narrative entry <b>must</b> include:</p> <ul style="list-style-type: none"> <li>Type of contact (i.e. phone, in person, CW7)</li> <li>Date of contact</li> <li>Contact person's name and position, <ul style="list-style-type: none"> <li>If the participant is the contact person, hours and wages must be supported by a print of the SS13 Screen.</li> </ul> </li> <li>Hours worked in the report month, <b>and</b></li> <li>Hourly wage.</li> </ul> <p><b>Note:</b> If verifying retention for a participant on medical leave, the only acceptable documentation is either a phone call with the employer or written documentation from the employer. Both must also include confirmation the participant has a position to return to and the date of anticipated return.</p>

#### 4.5 (continued)

Part A & B	Who Qualifies?	Documentation
A. (continued)	<ul style="list-style-type: none"> <li>Average hourly wage of all employment for the participant must be equal to or greater than minimum wage except for the SLE component for which there is no minimum wage requirement. <b>NOTE: For SLE, the system will not accept no-entry or a zero (0) entry on the PLAC Screen.</b> (PLAC) Enter actual monthly net income divided by 128/140 hours.</li> <li>Attendance hours must be recorded by the second to last working day of the following month to be captured on the AMPR. (ATNQ)</li> <li>90-day follow-up must be entered in the month due and no later than the following month to be captured on the AMPR. (PLAC)</li> <li>This is an unduplicated count – one credit per region per fiscal year.</li> </ul> <p><b>Note:</b> Participants timed out of their 18/24 month WtoW clock and working less than 128/140 hours per month cannot be claimed for retention credit.</p>	<p>Continuous Employment: A break of up to 10 work-days <b>may be</b> considered continuous employment if at the end of the break the participant is employed at an equivalent or better job with higher pay or more hours.</p>
B. The number of the region's active CalWORKs participants for whom during the report month, the eighty-sixth to ninety-third (86 <sup>th</sup> to 93 <sup>rd</sup> ) consecutive calendar day of employment falls in the report month.	<ul style="list-style-type: none"> <li>Participants in active status, who entered employment eighty-six to ninety-three (86 to 93) calendar days earlier. (PLAC)</li> <li>This is an unduplicated count – one credit per region per fiscal year.</li> </ul>	

**IMPORTANT NOTE:** Outcome objective 4.5 is an unduplicated count within the region and within the fiscal year. Once a participant has achieved this objective, subsequent PLAC entries for new employment do not count in either the numerator or the denominator. Until this objective is achieved, however, each PLAC entry for new employment will count in the denominator.

**4.6 One and one-half percent (1.5%) of the Region's number of active Welfare-to-Work participants monthly shall reach the goal of having retained continuous employment for at least one hundred eighty (180) consecutive calendar days or longer.**

Part A & B	Who Qualifies?	Documentation
<p>A. The number of region's active CalWORKs participants, who during the report-month, completed their one hundred seventy-sixth to one hundred eighty-fifth (176<sup>th</sup> to 185<sup>th</sup>) consecutive calendar day of continuous employment.</p>	<ul style="list-style-type: none"> <li>Participant must be in active status in report month. (REG3)</li> <li>Exempt participants do not qualify. (See exception 10-300.7.B)</li> <li>Participant must be employed for one hundred seventy-sixth to one hundred eighty-fifth (176<sup>th</sup> to 185<sup>th</sup>) consecutive calendar days. (PLAC)</li> <li>Employment must be entered on GIS. (PLAC &amp; TRAK) <b>NOTE:</b> the AMPR will accept PLAC Screen follow-up dates that are -4 to +5 days from the "entered date of employment".</li> <li>Acceptable employment components are PTE, FTE, SLE, SUB, OJT, PCS, and PWX. (TRAK)</li> <li>Participants in a one-parent case that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must be working 128 hours per month. (ATNQ)</li> <li>Participants in a two-parent case that do not have an open ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS component must work 140 hours per month. (ATNQ)</li> <li>Part-time employed participants must work a minimum of 64 hours per month. The remaining required hours of participation must include but are not limited to at least one hour credit in one or more of the following open components: ABE, ESL, GED, ERE, ERT, VTR, FVS, MHS, or SAS (includes Self-Initiated Programs). (TRAK &amp; ATNQ)</li> </ul> <p style="text-align: center;"><b>(continued next page)</b></p>	<p>Narrative entry stating how the 180-day follow-up was verified. If wages were verified by means other than pay stubs or written statement by the employer filed in the case file, the narrative entry <b><u>must</u></b> include:</p> <ul style="list-style-type: none"> <li>Type of contact (i.e. phone, in person, CW7)</li> <li>Date of contact</li> <li>Contact person's name and position, <ul style="list-style-type: none"> <li>♣ If the participant is the contact person, hours and wages must be supported by a print of the SS13 Screen.</li> </ul> </li> <li>Hours worked in the report month, <b>and</b></li> <li>Hourly wage.</li> </ul> <p><b>Note:</b> If verifying retention for a participant on medical leave, the only acceptable documentation is either a phone call with the employer or written documentation from the employer. Both must also include confirmation the participant has a position to return to and the date of anticipated return.</p>

#### 4.6 (continued)

Part A & B	Who Qualifies?	Documentation
A. (continued)	<ul style="list-style-type: none"> <li>• Average hourly wage of all employment for the participant must be equal to or greater than minimum wage. This is also true for SLE at the 180-day continuous employment benchmark. <b>NOTE: SLE average hourly wage must be at least minimum wage on the PLAC screen at the 180-day follow-up in order to capture credit for the 180-day job retention.</b> (PLAC)</li> <li>• Attendance hours must be recorded by the second to last working day of the following month to be captured on the AMPR. (ATNQ)</li> <li>• 180-day follow-up must be entered in the month due and no later than following month to be captured on the AMPR. (PLAC)</li> <li>• This is an unduplicated count—one credit per region per fiscal year.</li> </ul> <p><b>Note:</b> Participants timed out of their 18/24 month WtoW clock and working less than 128/140 hours per month cannot be claimed for retention credit.</p>	Continuous Employment: A break of up to 10 workdays <b>may be</b> considered continuous employment if at the end of the break the participant is employed at an equivalent or better job with higher pay or more hours.
<p>B. The number of region's active CalWORKs participants on the last day of the report month, excluding children (16 – 17) and participants who became exempt (same as reported in 4.3B).</p> <p><b>Note:</b> The AMPR figure for 4.6B is incorrect for use on the MPR. Regions must manually insert the figure from 4.3B on the AMPR for 4.6B on the MPR.</p>	<ul style="list-style-type: none"> <li>• Participants in active status excluding children (16 – 17 registered to WtoW) and those who become exempt. (REG1)</li> <li>• This is an unduplicated count—one credit per region per fiscal year</li> </ul>	

**IMPORTANT NOTE:** Outcome objective 4.6 is an unduplicated count within the region and within the fiscal year. Once a participant has achieved this objective, subsequent PLAC entries for new employment do not count in either the numerator or the denominator. Until this objective is achieved, however, each PLAC entry for new employment will count in the denominator.

**4.7 The average hourly wage of the Region’s active employed CalWORKs participants shall increase by 2% per year. The base line measurement is taken July 1<sup>st</sup> of each year and compared to the average wages on June 30<sup>th</sup> of the following year.**

Part A & B	Who Qualifies?	Documentation
A. The average wage of the region’s active employed CalWORKs participants as measured on July 1 <sup>st</sup> of the report year.	<ul style="list-style-type: none"> <li>• Active participants with open PLACs on June 30<sup>th</sup> of the report year. Hourly wage must be entered on PLAC.</li> <li>• Hourly wages entered greater than zero, less than \$35. (PLAC)</li> <li>• Open employment component of PTE, FTE, SLE, SUB, or OJT on June 30<sup>th</sup> of the report year. (TRAK)</li> </ul>	<p>Narrative entry stating how wages were verified. If wages were verified by means other than pay stubs or written statement by the employer filed in the case file, the narrative entry <b><u>must</u></b> include:</p> <ul style="list-style-type: none"> <li>• Type of contact (i.e. phone, in person, CW7)</li> <li>• Date of contact,</li> <li>• Contact person’s name and position, <ul style="list-style-type: none"> <li>♣ If the participant is the contact person, wages must be supported by a print of the SS13 screen</li> </ul> </li> <li>• Hours worked in the report month, and</li> <li>• Hourly wage.</li> </ul>
B. The average wage of the region’s active CalWORKs participants as measured on June 30 <sup>th</sup> of the following year.	<ul style="list-style-type: none"> <li>• Active participants with open PLACs on June 30<sup>th</sup> of the following year.</li> <li>• Hourly wage must be entered on PLAC.</li> <li>• Hourly wages entered greater than zero, less than \$35. (PLAC)</li> <li>• Open employment component of PTE, FTE, SLE, SUB, or OJT on June 30<sup>th</sup> of the following year. (TRAK)</li> </ul>	

**NOTE:** The average hourly wage per caseload is calculated by first determining the average hourly wage per participant. For example, a participant has two jobs. The hourly wages for both jobs are added and then divided by two to determine the participant’s average hourly wage. Then the average hourly wage is added for each participant in the caseload and divided by the number of employed participants in the caseload.

**4.8 Ninety percent (90%) of the Region’s former CalWORKs participants who exit CalWORKs cash assistance because of employment shall remain independent of CalWORKs cash assistance for at least six (6) calendar months.**

Part A & B	Who Qualifies?	Case File Documentation
A. The number of region’s former CalWORKs participants who exited the CalWORKs cash assistance program, because of employment, and completed six (6) consecutive calendar months of remaining independent of CalWORKs cash assistance in the report month.	<ul style="list-style-type: none"> <li>• Participants in closed status (REG3), <b>and</b></li> <li>• Discontinued six months earlier due to employment, <b>and</b></li> <li>• Who have been off aid for six (6) consecutive months. (CDS &amp; MEDS)</li> </ul>	AMPR listing of cases closed for six (6) full calendar months, <b>or</b> screen print of REG1 and SS22, <b>or</b> narrative entry regarding contact after case discontinued for six (6) full calendar months.
B. The number of region’s former CalWORKs participants for whom, during the report month, six (6) consecutive calendar months have elapsed since they exited CalWORKs cash assistance due to employment.	<ul style="list-style-type: none"> <li>• Participants discontinued six months earlier with a CDS negative action code related to employment. (CDS), <b>or</b></li> <li>• Participants discontinued six months earlier with an earnings BIC present at the time of discontinuance. (CDS), <b>or</b></li> <li>• Participants discontinued six months earlier, who had a valid employment component (TRAK), <b>or</b></li> <li>• Participants discontinued 6 months earlier with an open PLAC Screen on GIS within the last two months prior to discontinuance. (PLAC)</li> </ul> <p><b>Note:</b> The AMPR is programmed so that if negative action code is “032”, then must also have one of the following:</p> <ul style="list-style-type: none"> <li>• An earnings BIC at time of discontinuance, <b>or</b></li> <li>• A valid employment component (TRAK) at time of discontinuance, <b>or</b></li> <li>• An open PLAC within the last two months prior to discontinuance. (PLAC)</li> </ul>	

**4.9 Three and one-half percent (3.5%) of the Region's number of active Welfare-to-Work participants shall exit CalWORKs each month due to employment and remain independent of CalWORKs cash assistance for one (1) full calendar month as reflected in the WtoW Employment Discontinuances Over 30 Days report.**

Part A & B	Who Qualifies?	Documentation
A. The number of region's former CalWORKs participants who exited the CalWORKs cash assistance program, because of employment, and completed one (1) full calendar month of remaining independent of CalWORKs cash assistance in the report month.	<ul style="list-style-type: none"> <li>Participants in closed status (REG3), <b>and</b></li> <li>Discontinued one (1) full calendar month earlier due to employment, <b>and</b></li> <li>Who have been off aid for one (1) full calendar month. (CDS &amp; MEDS)</li> </ul>	WtoW Employment Discontinuances Over 30 Days Report (SSGN8631) of cases closed for one (1) full calendar month, <b>or</b> screen print of REG1 and SS22, <b>or</b> narrative entry regarding contact after case discontinued for one (1) full calendar month.
B. The number of region's active CalWORKs participants on the last day of the report month, excluding children (16 – 17) and participants who became exempt (same as reported in 4.3B).	<ul style="list-style-type: none"> <li>Participants discontinued one (1) full calendar month earlier with a CDS negative action code related to employment. (CDS), <b>or</b></li> <li>Participants discontinued one (1) full calendar month earlier with an earnings BIC present at the time of discontinuance. (CDS), <b>or</b></li> <li>Participants discontinued one (1) full calendar month earlier, who had a valid employment component (TRAK) <b>or</b></li> <li>Participants discontinued one (1) full calendar month earlier with an open PLAC Screen on GIS within the last two months prior to discontinuance. (PLAC)</li> </ul> <p><b>Note:</b> AMPR programmed so that if negative action code is "032", then must also have one of the following:</p> <ul style="list-style-type: none"> <li>An earnings BIC at time of discontinuance, <b>or</b></li> <li>A valid employment component (TRAK) at time of discontinuance, <b>or</b></li> <li>An open PLAC within the last two months prior to discontinuance. (PLAC)</li> </ul>	

**4.10 (4.6A+4.8A /4.3B) Five percent (5%) of the number of the Region’s active Welfare-to-Work participants shall obtain employment and retain that employment for at least 180 days. Both active participants who continue to receive CalWORKs and those who exit CalWORKs while employed shall be counted as actuals.**

<b>Part A &amp; B</b>	<b>Who Qualifies?</b>	<b>Documentation</b>
A. See matrix part A for 4.6 and part A for 4.8. These two outcome objectives are added together to obtain part A for 4.10.	<ul style="list-style-type: none"> <li>See matrix for 4.6A and 4.8A for who qualifies.</li> </ul>	See matrix for documentation of 4.6A and 4.8A.
B. The number of region’s active CalWORKs participants on the last day of the report month, excluding children (16 – 17) and participants who became exempt (same as reported in 4.3B).	<ul style="list-style-type: none"> <li>Participants in active status, excluding children (16 – 17 registered with WtoW), those who became exempt, and sanctioned participants in the first three months of sanction in a 12-month period. (REG1)</li> </ul>	



**4.11 The percentage increase in participants by Region earning \$10.00 per hour or more as compared to the baseline established by Report SSGN8617, Wage Detail Report, for June 2002.**

<b>Part A &amp; B</b>	<b>Who Qualifies?</b>	<b>Documentation</b>
A. The number of the region's active CalWORKs participants who earned \$10.00 or more in the report month.	<ul style="list-style-type: none"> <li>Participant must be in active status in report month;</li> <li>Participant must be self-employed or engaged in part-time or full-time unsubsidized or subsidized; and</li> <li>Have an hourly wage of \$10.00 or more per hour in the report month.</li> </ul>	<p>The Wage Detail Report (SSGN17) lists all participants by region and worker number who met the criteria for this objective.</p> <p><b>Note:</b> The figures on this report shall be considered final. No adjustments to the claims captured by this report are permitted.</p>
B. The number of the region's active CalWORKs participants who were employed in the report month (same as reported in 4.3A).	<ul style="list-style-type: none"> <li>Participants must be in active status on the last day of the month. (REG3)</li> <li>Participants must be employed during the report month. (PLAC &amp; TRAK)</li> <li>Participants must have an open PLAC during report month.</li> <li>Participants must have open employment component at the end of the report month. (TRAK)</li> <li>Participants that become exempt during the report month are excluded from the denominator and the numerator on the AMPR until their exemption ends. (See 10-300.7.B for exception.)</li> <li>Sanctioned participants are excluded by the system for the first three months in a 12-month period. (CDS-SS22)</li> <li>Excludes children (16 –17 registered with WtoW).</li> </ul>	

**4.12 The percentage decrease of Welfare-to-Work participants in each Region's participant pool who have been on TANF/CalWORKs 30 months or longer as compared to the baseline established by Report SSSSBA53, Welfare-to-Work Participants on Aid 30 Months or More, for June 2002.**

<b>Part A &amp; B</b>	<b>Who Qualifies?</b>	<b>Documentation</b>
A. The number of the region's active CalWORKs WtoW participants who have been on TANF/CalWORKs for 30 months or more that exited the program in the report month.	<ul style="list-style-type: none"> <li>Participants employed at the time the CalWORKs case closed; and</li> <li>Participants on TANF/CalWORKs 30 months or longer as of the report month.</li> </ul>	<p>The Welfare-to-Work Participants on Aid 30 Months or More Report (SSSSBA53) lists all participants by region and worker number who met the criteria for this objective.</p> <p><b>Note:</b> The figures on this report shall be considered final. No adjustments to the claims captured by this report are permitted.</p>
B. The number of region's active CalWORKs participants on the last day of the report month, excluding children (16 – 17) and participants who became exempt (same as reported in 4.3B).	<ul style="list-style-type: none"> <li>Participants in active status, excluding children (16 – 17 registered with WtoW), those who became exempt, and sanctioned participants in the first three months of sanction in a 12-month period. (REG1)</li> </ul>	

## **PROCESS OBJECTIVES**

### **5.1 Of those active CalWORKs participants who were referred to Initial Job Search, the Region shall engage at least eighty-five percent (85%) in Initial Job Search activities.**

<b>Part A &amp; B</b>	<b>Who Qualifies?</b>	<b>Documentation</b>
A. The number of region's active CalWORKs participants who were referred to Initial Job Search and subsequently engaged in job search activities.	<ul style="list-style-type: none"><li>• Participants in active status in report month. (REG1), <b>and</b></li><li>• Initial Job Search component (JCL or JSN) engaged and "Actual Start" date entered in report month. (TRAK)</li><li>• This is an unduplicated count – one credit per region per fiscal year.</li></ul>	
B. The number of the region's active CalWORKs participants who were referred to Initial Job Search in the report month, <u>excluding</u> those who became fully employed, those in approved SIPs, and those who became exempt or went off cash aid prior to the initial start date of Initial Job Search.	<ul style="list-style-type: none"><li>• Participants in active status in report month. (REG3)</li><li>• Participants referred to Initial Job Search in report month. (TRAK)</li><li>• Excluding participants with PC code not = 1, 2, 3 or 4 prior to Initial Job Search "To Start Date". (CDS SS22 &amp; TRAK)</li><li>• Excluding participants with alpha PEC codes. (CDS-SS22)</li><li>• Excluding fully employed participants. (TRAK – open FTE, SLE, PTE, SUB, or OJT )</li><li>• Excluding SIPs. (APR2)</li><li>• All cases with a JCL or JSN "<u>To Start Date</u>" in the report month.</li><li>• This is an unduplicated count – one credit per region per fiscal year.</li></ul>	

**5.2 At least ninety percent (90%) of the region's appraised active CalWORKs participants will complete an Assessment.**

Part A & B	Who Qualifies?	Documentation
<p>A. The number of region's active appraised CalWORKs participants who completed an Assessment.</p>	<ul style="list-style-type: none"> <li>• Participants in active status in report month. (REG3),</li> <li>• Participants who have previously completed Appraisal. (APR2)</li> <li>• Participants who complete Assessment in report month. (ASMT)</li> <li>• This is an unduplicated count for the participant's lifetime.</li> </ul> <p>(continued next page)</p>	<p>Narrative entry regarding completion and results of Assessment.</p> <p>WtoW Assessment form (27-11 HHSA) in case, copies of the participant profile (27-01 HHSA), CASAS Score Sheet, and Simple Screening Form (27-62 HHSA) in case.</p> <p>NOTE: The Simple Screening Form (27-62 HHSA) and the CASAS are not required as part of the Assessment if the participant's only activity is FTE or SLE at Appraisal and the participant chooses not to engage in any other activities.</p> <p>If FTE/SLE component ends, the participant must complete:</p> <ul style="list-style-type: none"> <li>• An Assessment, <b>and</b></li> <li>• A WtoW Plan, <b>and</b></li> <li>• CASAS Testing, <b>and</b></li> <li>• The Simple Screening Form within 30-days</li> </ul>

## 5.2 (continued)

Part A & B	Who Qualifies?	Documentation
B. The number of region's active CalWORKs participants who completed Appraisal, excluding those who have not yet completed Job Search component, became exempt or went off cash aid prior to the Assessment appointment.	<ul style="list-style-type: none"><li>• Participants in active status in the report month (REG3), <b>and</b></li><li>• Participants who previously completed Appraisal. (APR2), <b>and</b></li><li>• Excluding participants currently attending Job search. (TRAK), <b>and</b></li><li>• Excluding participants who became exempt or went off aid (CDS-SS22)</li><li>• This is an unduplicated count for the participant's lifetime.</li></ul>	

**IMPORTANT NOTE:** Process Objective 5.2 is an unduplicated count for the participant's lifetime.

**5.3 At least seventy-one percent (71%) of the region's active CalWORKs participants who complete an assessment will sign a WtoW Plan.**

Part A & B	Who Qualifies?	Documentation
A. The number of region's active CalWORKs participants who previously completed an Assessment and signed a WtoW Plan in the report month.	<ul style="list-style-type: none"> <li>Participants in active status in report month. (REG3)</li> <li>Participants who previously completed an Assessment and are not full-time employed (FTE) or self-employed (SLE), or if FTE or SLE, wish to participate in job retention or job advancement activities, signed a WtoW Plan in the report month. (ASMT &amp; APR2)</li> <li>This is an unduplicated count for the participant's lifetime.</li> </ul>	WtoW Assessment form (27-11) and WtoW Plan (27-10) in case
B. The number of region's active CalWORKs participants who complete an Assessment in the report month, excluding those who meet participation through FTE or SLE and who are not assigned to any other component.	<ul style="list-style-type: none"> <li>Participants in active status in report month. (REG3)</li> <li>Participants who completed an Assessment in the report month, (ASMT) excluding those who meet participation through FTE or SLE and who are not assigned to any other component.</li> <li>This is an unduplicated count for the participant's lifetime.</li> </ul>	

**IMPORTANT NOTE: Process Objective 5.3 is an unduplicated count for the participant's lifetime.**

**6.0\* The Regions shall make reasonable efforts to have Appraisals completed on one hundred percent (100%) of all active CalWORKs participants and successfully complete Appraisals on at least eighty-five percent (85%) of all active CalWORKs participants.**

Part A & B	Who Qualifies?	Documentation
A. The number of region's active CalWORKs participants who had appraisals completed during the report month.	<ul style="list-style-type: none"> <li>• Participants in active status in report month. (REG3)</li> <li>• Appraisals completed in report month. (APR1 &amp; APR2)</li> <li>• This is an unduplicated count – one credit per region per fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>• Narrative entry noting completion of Appraisal.</li> <li>• Telephone or mail appraisals are allowed for FTEs. However, the appraisal <b><u>must</u></b> be documented in the narrative.</li> </ul>
B. The number of region's active CalWORKs participants who were referred to the region during the report month, excluding those participants who became exempt prior to Appraisal.	<ul style="list-style-type: none"> <li>• Participants in active status in report month. (REG3)</li> <li>• Participants referred in report month. (REG1)</li> <li>• This is an unduplicated count – one credit per region per fiscal year.</li> </ul>	

**\* Appraisal is no longer monitored on the MPR. Data for this process objective, however, is still captured and reflected on the AMPR as 6.0. Language relating to the process objective for Appraisal has been removed from the MPR.**